

Tier II and Tier III Quarterly self-monitoring chart review:

Agencies receiving a Tier II or Tier III percentage are required to complete three (3) quarterly self-chart reviews as part of their corrective action plan fulfillment.

Ten charts (5 for admin and 5 for nutrition) are chosen and reviewed using the State approved forms. The forms are located under the Local Agency Monitoring Tab on the website, in State Plan Attachments, and they are linked below.

- 1.) [Administrative Chart Review form](#)
- 2.) [Nutrition Chart Review form](#)
- 3.) [Administrative Findings](#)
- 4.) [Nutrition Findings](#)

Procedure:

1. Six months after the on-site monitoring visit, the State Office will notify the Local Agency (via e-mail) that it is time for a chart review. The clinic will use the Spirit Utilities function <https://spirit.hhs.mt.gov/Montana/SpiritUtilities/Authentication/Login> to create a participant list.
2. Staff will then need to pull charts in M-SPIRIT. To do this, Select Reports>General>Monitoring/Monitoring 11, and Reports>General>Admin. Clinics must use Admin (which has currently certified charts) to review administration, and Monitoring I/Monitoring II to review nutrition.
3. Next, click on the drop down arrow next to <Select Agency> and then do the same for the clinic.
4. Agencies with more than one clinic need to choose a selection throughout the 3 quarters that represent most users of SPIRIT.
5. Click on “View Results” or “Export to Excel” and print off or download the selection.
6. Once the agency is assigned their quarterly review, the charts must be returned to the State office no later than the assigned date given for their completion.

If you have any questions as to how to use the Spirit Utilities function for your chart review should be directed to the WIC Help Desk.